

**Town Meeting Coordinating Committee
Minutes of January 10, 2008 meeting**

Present: Peggy Roberts, Judy Simpson, Otto Stein, Stephanie O’Keeffe
Absent: Phil Jackson, Carol Gray, Harry Brooks

Meeting called to order at 1:35 p.m.

Minutes of the 12/7/07 meeting: Approved, with two minor spelling corrections.

Open Meeting Law: P. Roberts referred to the memorandum and opinion from the Town Counsel she had distributed at a previous meeting, regarding C. Gray’s inquiry. The conclusion was that the law does apply to TMCC and she thought TMCC was in compliance but had to be careful because e-mail that contains “substantive facts, opinions or the like...may constitute ‘deliberation’”. It was pointed out that “Ministerial matters, such as questions concerning the scheduling of meetings or requests to put items on the agenda...” is allowed. O. Stein said individuals should send e-mail just to the chair. P. Roberts noted that some committees have staff support for such matters, and that issues like scheduling meetings is not deliberation. O. Stein expressed concern about subcommittees, particularly those with a quorum of the full body. S. O’Keeffe said that all subcommittee recommendations should come back to the full committee.

Notifying Town Meeting members of expiring terms: P. Roberts said TMCC has notified members in the past by phone, but that she was concerned that the group do so “evenly across the board.” O. Stein suggested that the Town Clerk’s office do this, and J. Simpson said she would check to see if they would do so. It was determined that the notification should say that the term is expiring and that February 12th is the deadline for submitting nomination papers. J. Simpson suggested sending a postcard, and listing names of those with expiring terms on the Town web site; O. Stein suggested doing so on ACTV as well.

Preparation for April 28 Annual Town Meeting:

Informational Forum: P. Roberts noted how helpful P. Jackson’s concept of forums devoted to explaining a specific topic had been, and the group considered possible topics for the next one, including: Community Preservation Act Committee budget, Joint Capital Budget Planning Committee budget, Library budget, School budget, the Town’s committee structure. J. Simpson suggested CPAC, and P. Roberts suggested adding JCPC as well, and the group agreed by consensus without a vote. Getting the chairs of CPAC and JCPC to participate was considered optimal. O. Stein suggested ACTV as a possible venue, and P. Roberts said that the location could be considered at the next meeting.

Warrant Review: The pros and cons of different possible warrant review dates were discussed, and April 10th was considered optimal, allowing precinct meetings to happen the following week. If necessary, the alternate date would be April 17. P. Roberts will check when the warrant will be signed and packets will be mailed. J. Simpson suggested there be a checklist of how and when to make Warrant Review arrangements. O. Stein said he had written up details of his part of the arrangements, and that H. Brooks’ contribution was pending. O. Stein said he may need to create his document again and would do so. J. Simpson emphasized the need to be able to pass info on to new members for all activities.

Bus Tour: P. Roberts said it was too early to know if there will be specific sites to visit, and said a suggestion had been made to just send a camera, or to limit the tour or its coverage to locations in the center of town. It was determined that no action could be taken because not enough info was available yet.

Precinct Meetings: P. Roberts said that her sense is that TMCC would prefer to facilitate rather than run the meetings, and the others concurred. No action was taken.

Mentoring: All were supportive of J. Simpson's idea of having current members mentor new members one-on-one, and that the matches be made through choice rather than be assigned. J. Simpson said the question is how to involve current members, and said she plans to talk with Marcie Sclove about her past experience with this.

Processing Suggestions: S. O'Keeffe said the suggestion subcommittee needed to meet again to regroup and determine its current status.

Babysitting: This topic was postponed until C. Gray could be present.

Scheduling of Meetings: The following meeting schedule was determined: January 24, February 7, February 21, March 6, March 20 and April 3. The suggested time was 1:00 p.m. to 2:30 p.m. for all meetings.

Next meeting: January 24, 1:00 p.m. to 2:30 p.m.

The meeting adjourned at 2:44 p.m.

Submitted by S. O'Keeffe